

FOR THE WOMAN AND THE HOUSEHOLD—FASHIONS, HELPFUL HINTS AND ARTICLES

THE GIRL WHO WORKS

By ELLEN ADAIR



TO STENOGRAPHERS

It is a difficult matter for a girl to maintain just the correct attitude toward the men among whom she works. The stenographer, in particular, must use tact and discretion in her manner toward the other men workers in the office.

Many stenographers suffer from excessive shyness. A cure for this is not easily found, but the sensible girl will struggle against this failing. If she tries hard enough, she will conquer it, and to this end she should, outside of business hours, accustom herself to mix with people in a social way.

Engaged to Her Employer

When the girl-stenographer becomes engaged to be married to her employer, difficulties frequently arise. Sometimes the parents of one or other party object, and sometimes the trouble arises in differences of social position and education.

"I am engaged to a man ten years older than myself. He has a fine education, good breeding and is a thorough gentleman. I am his stenographer. I started to work in his office before I had finished high school, because we were too poor to wait. Now, dear Ellen Adair, I feel my lack of knowledge very keenly, and while he is too kind to remind me of it, I know he notices it too. I am still in the office, as I can't do without my salary, and can't marry until next year.

He spends the evenings with me, so I get no chance to study alone. Besides, I don't know enough to study alone, and can't afford a tutor. Can you help me? I'm so afraid he'll be ashamed of me later on, and I care for him too much to cause him any embarrassment."

The only advice that I can really give is to see a little less of your fiance and "make time" for some regular study. Your desire to improve yourself mentally is a very valuable one, and you will never regret the time spent in so doing. If you arrange to see your employer only four evenings a week, and spend the remaining three evenings in study, you would improve rapidly. Could you not arrange for him to take you to some good lectures in the evenings? You could then achieve two objects at the same time, the pleasure of his society and the advancement of your education.

Hints to Stenographers

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"Aw, cut that monologue, dearie, I'm on," yelled the office boy. "You're going to be fired next week. I heard the boss tell Johnson myself. He said he'd get a new girl; that at present he had a hunch. Can you beat it?"

Clothes for the Office

Suitable clothes for the office are most essential for the smart stenographer. A neat tailored suit and tailored waist are to be recommended. Girls should avoid all loud and noticeable clothes, and in particular cheap and transparent waists, which for office work are in the worst of taste.

The smart stenographer should endeavor to have a supply of well-cut, plain shirts, waists, well tailored and spotlessly clean. If she cannot afford constant laundering and has not the time to "do them up" herself she should have a couple of waists made up in advance, with a fresh white collar. The smartening effect of a good white collar on a dark waist cannot be overestimated. The waist should be chosen to match the suit in color, and worn with a pretty girlish will give the effect of a complete dress. White cuffs look very pretty on a dark waist, but are apt to dirty very quickly. This can be prevented by the wearing of paper cuffs over the good white ones.

The Over-dressed Stenographer

"My dear, what do you think? I was going over to Stubby's office to take dictation, when one of those little puped-off office boys came along. He had the boldest face, and a dirty cigarette was hanging out of a corner of his mouth. When I got close he yelled 'Some doll' and 'hiss' it."

"Such nerve!" answered the head stenographer, as she landed a dab of powder at the approved angle of her nose. "Honestly awful! You can't put any respect into those kids at all. One day, when I was hanging out in with a new hat, you know—the night I went to the movies with Charlie—one of those youngsters said to the other: 'Gee, the head dame is dressed up drunk today, all right. She must be going to the Cloak Models' ball. Susie Spotlight is a lightning bug compared with that skirt, when she makes up her mind to show us a good time!'"

"Why, the idea! Did you have the impudent little rascal fired?"

"I should say not, my dear! It's the first honest criticism I've had since I've been living alone. I can't depend on you, I know you mean well, but—that little boy doesn't know but he's the best friend I've got. It's never too late to learn."

The "Lady" Stenographer

"Awfully sorry to be late, Mr. Johnson, but my car was blocked all the way down. Those motor men should worry about the time we working girls get in the office. They just run over a switch or something and open the doors and take a smoke until the repair wagon gets there. They don't care if we wait all day."

"It seems to me that if you cared very much about being punctual that you could take a car which is early enough to give the wearer a somewhat 'cheap' look. Girl stenographers should remember that the more businesslike and workmanlike they can look in the office the better. The hair should be dressed smartly and fashionably, but not overdone. In office work all extremes of styles, whether of hairdressing or clothes, should be avoided by the sensible girl."

"Oh sure, little bright eyes," returned the head stenographer.

The Business Letter

The sensible stenographer takes down the dictation her boss gives her in bulk and then makes it up. But each subject in a separate paragraph, and put the whole on the one sheet of paper if possible. It is advisable to write at the top of the bottom of the letter the name of the person to whom it is addressed.

Every girl who goes into a new place of business has to learn the peculiar vocabulary of that business. For instance, that of doctor's stenographer has to acquaint herself with various medical terms; the girl who works with an electrical concern must know such terms as come within her work.

The adaptable girl learns to go about these things intelligently. If it is at all possible to get a medical or electrical dictionary she does so. She starts in with the determination to learn, and she succeeds. Employers always recognize the value of a girl like this, and sooner or later she gets her welcome little "raise."

The Men of Her Family

The girl who works all day in an office should have a bright, happy home to go back to in the evening. She always feels sorry for the girl who is deprived of home joys. Sometimes this happens through the loss of her family, or the breaking up of her home, and frequently it happens through her own fault, or the fault of some member of the family themselves. The latter is the case in this instance, as the following letter will show. An unhappy stenographer writes me:

them into my home. You see, I am stopped at every turn. What would you advise me to do? MAUDE."

Your present predicament is an unpleasant one, and the only thing you can do is to talk matters over with your father and brothers. Tell them that their way of living makes you very unhappy, and that if they go on as they are you will be forced to leave the house and take a room with some other girl. If they then continue in the old way and pay no attention to your words it is for you to decide whether you will stay with them or not. "As you are 21 years of age, you are quite old enough to decide this point for yourself. You omit one crucial matter in your letter, and that is that you fail to say whether your people are sufficiently well off financially to get along without your help."

As for your man-friend, he will certainly not condemn you on account of your family, unless he is unworthy of the name of friend, and in that case you would be better without him. I feel sure that he will admire you all the more when he sees what you have to do for his sake, and how bravely you are acting under trying circumstances at the present time.

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"I saw your notice about advising stenographers," and so I decided to write to tell you all about my trouble. I am a young girl of 18, and have been the stenographer to a married man for the past two years. I am short and blonde, and have blue eyes and dark lashes. My employer began remarking on my good looks several weeks after I took my position. I paid no attention to him, as he had a fatherly way towards me. He then used to take me out to lunch and dinner, etc., saying that he thought I didn't eat enough. I was very grateful because I thought he meant to be kind, but I found out that he was only trying to make me care for him. He tried several times to hold my hand, and to kiss me. I can't give up my work as there are no other pieces open to me, and I don't dare stay. Please help me, Miss Adair and Olive."

"ANXIOUS."

There is only one thing that you can do, "Anxious," and that is to tell your employer that you consider you have acted very foolishly in accepting his invitations out to lunches and dinners, and that you can no longer accept any such attentions. You are very young, and he has probably taken advantage of your inexperience, but even so you have acted without thinking. If he still continues his attentions, after you tell him that they are no longer welcome, you must tell him frankly that you can no longer stay in his employment.

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Baby's Bedtime

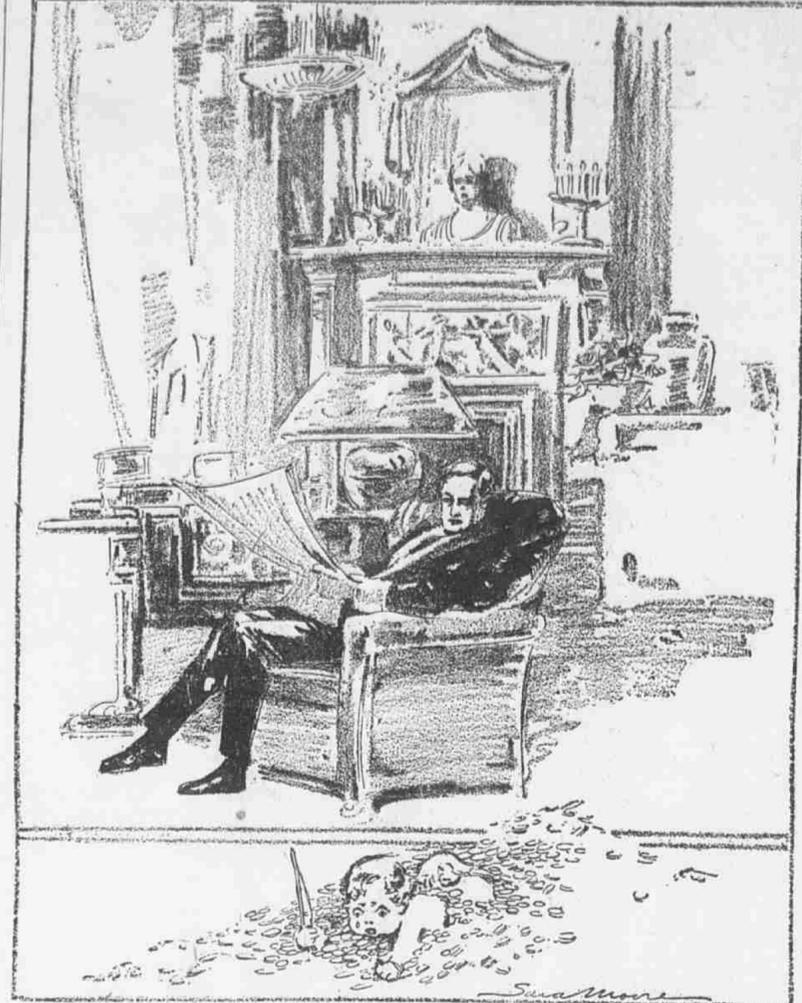
Hints for the Twilight Hour

The child's most precious hour is bedtime. There is no other time during the day—even before the afternoon nap—when the tired little eyes wink so sadly to keep open, and the tired little arms creep so wearily round the mother's neck. Many women fail to realize the tremendous importance of this "sleepy time."

They race off to dinners and dances and do not ignore the untiring servant to usurp their hallowed privileges. Perhaps you remember in your own baby days how you wished for a tiny blue bedtime and for the joys of a "cooing" feeling? The bedtime hour is the hour when the child's physical forces are at the lowest ebb. Children play all day with an astounding vivacity, and when the sleepy hour comes they turn naturally to the mother for sympathy and spiritual as well as physical care.

As the time for the blue mother to create lifelong impressions. If she sends her baby off to sleep dreaming of fairies and flowers and angels and all the beautiful things a child loves she has made his mind cool and beautiful. Remember that the last thought at night is the first one in the morning, and try to make the dreamy impression a pure and wholesome one. A great many cases of nightmare, screaming during sleep, etc., can be traced to the wild stories told during the twilight hour. Before going to bed, don't let servants, Indians, negroes or animals disturb the tranquility from their minds. It is truly worth while for the woman who has a motherly soul to buy some of the beautiful poems for children written by James Whitcomb Riley, Mother Goose, etc.

HELP WANTED



"Marry? How can I afford matrimony on a paltry ten thousand a year?"

Modes of the Hour

Color is a fascinating subject and the fashion running now seems to lie between blue and brown, although red makes up what it lacks in quality by its flaring, flamboyant quality.

The Russian uniform is said to be earth color. There is the British khaki, but also the British scarlet, and the vivid reds and blues of the French army. Blue is as fashionable this season as its fondest lovers could desire. There are accessories to the blue suit in the way of blue-net and blue chiffon, blue silk and blue velvet bouffants; silk and blue accessories of blue, and many blue velvet hats.

It is worn, too, in the evening, as the lovely new brocades and new velvets can testify. And even crimson velvet is not more regal looking than the beautiful and sumptuous velvet of king's blue. The wrap sketched today is made of the present-day wrap is a hybrid affair, partaking of the nature of the coat and the cape. The cape back and the coat front make a combination that is very smart, not only for evening wraps, but also for costumes shopped for the street.

Many of the new sports' coats show this feature. Children's coats are falling into line and some of the most beautiful of the fur coats show a full rippling back. Just now the shops are showing velvets and broadcloths at a reduction of the staple price. Possibly there is an inclination to the part of shopkeepers to spend all their money for Christmas gifts unless they are caught by some special inducement in the regular values of the everyday.

Both materials come in widths that range from 42 to 64 inches, and, as a rule, two widths will fashion a cape or a cloak. The wrap shows a collar of the material. But it would lose neither its style or its beauty if a collar of another fur were substituted.

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What Other Women Do

Washington, D. C., has over 2,000 widows. New York city has over 115,000 women servants. One-third of Great Britain's telegraphers are women. Philadelphia has 30 women builders and contractors. College girls have raised over \$10,000 for the suffrage cause. Mrs. Thomas Whiffen has been on the stage for 50 years. In Russia women are not allowed to marry more than five times. Fifty-six per cent. of the factory workers in Japan are women. Many women are taking up metal work as a means of livelihood.

Duchess of York Pudding

Take one pint of sweet milk, put on the fire to boil, then put into a large bowl half a pound of breadcrumbs. When milk rises pour it over bread. Cover with a plate and soak for 15 minutes. Then beat it up, and add yolks of two well-beaten eggs and six drops of essence of lemon. Pour into a buttered dish and bake for half an hour. Then take it from the oven, spread strawberry jam over the top, and white of egg beaten to a froth. Put into oven again for seven minutes with door open.

ALL THAT YOU GET HERE IS FRESH

TIME-SAVING MARKETING

W.A. BENDER

ONLY THE BEST BUTTER, EGGS AND CHEESE READING TERMINAL MARKET

Today's Mother

Mother of Today! Awake—arise! Project your mothering force afar, Attune your heart to the girl-world need, The world that sees no star.

Four out to it the love of old. The mother-love which dares and bears, Flush out restraints, conventions old, Stir her young soul until she cares—

Cares for her God-made soul and mind. That she may run a race worth while. That none may leave her far behind. Run well and fairly, with no guile.

Equip her well with strength and health. With knowledge of the good and bad, Teach her there is no sort of wealth, Which by herself may not be had.

Then in her turn teach her to be, A mother on a grander plan, A source of motive power, that she May drive the world with brother man.

ADA CHASE DUDLEY.

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Every Girl Should Learn to Cook

George W. Perkins, chairman of the Mayor's Committee on Food Supply in New York city, believes that a cooking certificate should go with every marriage certificate.

No girl has any right to marry, says Mr. Perkins frankly and emphatically, unless she knows how to cook and keep house, because such knowledge is essential when it comes to making an efficient home. He does not blame the girls for their lack of ability to manage the household, but he does blame the system of education that neglects to give them proper training for their most important business in life.

As chairman of the Mayor's Committee on Food Supply, recently appointed to investigate the high cost of living in New York, Mr. Perkins has had the opportunity to do some extensive investigating and to arrive at some very definite and sound conclusions. He attributes a great deal of the high cost of living to the lack of knowledge on the part of the housewife, both as to buying food and cooking it.

This situation is much more acute in our large cities than it is in the smaller communities, where life is not so artificial and where the girls are content to stay at home instead of going into shops and offices and factories. The desire of girls—even of the daughters of well-to-do parents—to be independent and to earn their own spending money, if not their own living, is largely responsible for the widespread ignorance of all branches of household management.

As soon as a girl leaves school her one idea is to get a job. If she happens to be attractive she usually marries. And when she marries she has one idea of what is needed to establish a home—to make a tour of the department stores with her fiance and decide whether or not they want to buy a "complete furnished apartment" that costs \$287.75, or whether they can afford to go as high as \$403.00 for the fitting out of their future home.

When it comes to the actual work of managing that home, the poor wretched bride has had sliding. She knows nothing of keeping either house or flat in a healthy, comfortable condition. Cooking is a sealed book to her. Her one idea of intelligent marketing is to telephone to the corner grocery or the delicatessen store across the street to send over a half-pound of this and a can of that for supper.

Given this comprehensive lack of all useful knowledge, combined with a keen appetite for prettiness and a desire for all manner of youthful fun, it is easy to see why the young husband's salary melts away like snow wreaths in thaw before it has had time to cover the necessary expenditures, and why in so many cases the young husband decides that matrimony is merely a snare for the unwary and that the game is distinctly not worth the candle.

This is the poorer girl's side of the story. She is firmly convinced that the lack of money is the root of all the evil in her life, and that if she were only rich her troubles would vanish because she could pay some one else to do the work that is so bewildering and bothersome.

But the rich man's daughter is no better off. One of the American notions is that it is totally unnecessary for the daughters of well-to-do people to learn anything about cooking or housework. The fond mother takes the position that a girl can be a girl only once in her life and she wants to see her own particular girl have the best time possible until she marries, and to that end leaves her scurpiously free to do exactly as she pleases. As for the average American father, he permits the women of the house to plan their domain as they see fit. He pays servants to do the work, and when his daughter marries he will see to it that she gets some chap who is amply able to take care of her and provide her with servants of her own.

Sometimes it works out in this way; sometimes it does not. But even if the servants are forthcoming and the income after marriage is as large as it was before, the young mistress of the new house is in a most difficult position if she does not know something of the work she expects her servants to do. If she does not know market values she will be cheated out of her eye-teeth every month when the bills are paid; if she does not know how to cook and have some knowledge of the way provisions should be used, the waste from her kitchen would keep an ordinary family. If she does not understand something of sanitation, her comfortable, luxurious home is as likely as any tenement to become a hotbed of disease.

Mr. Perkins says most truly that the evil resulting from the ignorance of rich and poor girls alike with regard to any sort of household management is felt throughout the entire community. If they hurt only themselves and their own families it would be bad enough, but the waste that goes on everywhere in the purchase and preparation of foodstuffs lessens the quantity and lifts the price of the supply which all must buy.

Winter Sore Throat

The winter sore throat should be carefully attended to. Too many people get a cold in the head with warm water and pay no attention to it. This is a very great mistake, because a bad case of quinsy or grip might be the result. Nobody can afford to be ill around holiday time, especially women who have so many gifts and things to attend to. The first prescription for the sore throat is to take a good laxative. This is a safe enough prescription for any ailment, because the system is in constant need of having the poisons removed, and this is the natural way to carry them off. Most ailments are caused by a germ or poison of some description disturbing the health, and the purgative is the reasonable treatment.

Gargle the sore throat every two hours with warm water and salt—about a teaspoonful to a basin of water. Peroxide diluted three or four times with warm water is good, too. If the throat pain gives most relief, use the hot water or icebag, whichever gives most relief. If the eyes become inflamed and are "running," as the expression goes, you are probably in for a case of conjunctivitis. You can greatly aggravate this by rubbing the eyes. The best thing to do is to bathe the eyes in a weak boracic acid solution, and to use cold compresses. These can be made out of bits of cotton batting, rolled into balls and kept beside the patient in a dish of ice water. These should be changed constantly. If there is a tendency toward fever the patient should go to bed. A hot mustard foot-bath is good to draw the blood down from the head. If the eyes are particularly sore, sponge with tepid water, and alcohol will be found beneficial.

Belgian Royalty

The unaffected and kindly demeanor of the little Belgian princes and their sister, Princess Marie Jose, drew the hearts of Antwerp, where it was their custom to visit the poor schools and quarters of the city.

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HEINZ Spaghetti

COOKED READY TO SERVE

Get a can of Heinz Spaghetti today and try it. That is all we need to say. Follow the directions on the can. Whether you have ever eaten Spaghetti or not makes no difference. We know you will like Spaghetti the way we make it.